



## Private Dining Contract: Restaurant BUY OUT

*Thank you for choosing Big Grove Tavern for your upcoming event!*

*Any questions and special requests can be directed to Beckie Kane at [BKane@BigGroveTavern.com](mailto:BKane@BigGroveTavern.com).*

*Upon completion of the Private Dining Contract, please send to [info@biggrovetavern.com](mailto:info@biggrovetavern.com).*

### Policies

- All parties for restaurant buy-outs require a deposit of **50%** of the food and beverage minimum & signed contract.
- The deposit will be applied to the final bill at the conclusion of the event.
- If food and beverage minimum is not met, the difference will be added to the final bill as a room rental charge. (non-inclusive of 9.5% state sales tax or a 20% service charge).
- The food and beverage minimum includes all food and beverages consumed on the premises.
- Standard booking window is 4 hrs. if your event requires additional time, additional minimum will apply.
- Final payment of any remaining balance is due upon completion of the event.
- If a deposit has been made it will be applied to the final bill at the conclusion of the event.
- The final payment may not be divided into separate checks.
- Acceptable methods of payment are cash, credit card or company check (sorry, no personal checks).
- Big Grove will hold contracted reservations for up to 30 minutes past the scheduled reservation time. Please speak directly to the private dining coordinator or the manager on duty if you need to change your reservation time.
- 50% of the food and beverage minimum will be charged to groups that do not show up for their scheduled event or cancel with less than 1 week notice. The amount will be charged to the credit card on file.
- An LCD projector, screen, podium and microphone are available for rent. (\$25 per item)
- Linens are not included but are available to rent for \$5. (white linens, must be ordered 2 weeks prior to event)

### Menu & Bar Selection

- Our full menu is offered weekdays for up to 10 guests.
- Parties of 11 or more are required to select a custom menu from our Banquet Menus. A custom menu may be created for parties less than 11 guests if preferred.
- There is a 20 piece minimum when ordering appetizers. We highly recommend ordering at least 1-2 pieces per guest.
- Extra banquet menu items cannot be ordered the night of the event. The exact amount listed on the party sheet is what is made. If you anticipate additional guests please order accordingly.
- Menu selections are due no later than **2 weeks** prior to the event. Menu selections submitted less than 2 weeks prior are subject to availability.
- Guaranteed guest count are due no later than **1 week**. If less than the guaranteed number arrives for the event, the guaranteed number will be applied to the bill. If additional guests arrive for the event, we will do our best to accommodate them.
- All events will have a hosted bar unless otherwise noted in the Beverage Service section on the contract.
- Limited and custom bar menus are available.



Event Name/Company: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Day: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Guest Count: \_\_\_\_\_

Menu Selection Due by: \_\_\_\_\_ (2 weeks before event date)

Guaranteed Guest Count Due Date: \_\_\_\_\_ (1 week before event date)

*Below are the food and beverage minimums for each room at specific meal periods throughout the week.  
Please note the food and beverage minimums do not include a 20% service charge or state sales tax.*

**Please circle the room, day of the week and corresponding food & beverage minimum for your reservation:  
(Room reservation for 3 hours)**

*For larger groups multiple rooms may be reserved*

Monday- Thursday

Lunch: \$3,000

Dinner: \$6,000

Friday

Lunch: \$3,000

Dinner: \$12,000

Saturday

Lunch: \$5,000

Dinner: \$12,000

Sunday

Lunch: \$5,000

Dinner \$6,000

Event Contact: \_\_\_\_\_ Event Onsite Contact: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Ext: \_\_\_\_ Mobile: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Credit Card Type (select one): Visa \_\_\_\_ MC \_\_\_\_ AMEX \_\_\_\_ Discover \_\_\_\_

Credit Card No. \_\_\_\_\_ Exp Date: \_\_\_\_\_

Credit Card Holder or Authorized Signer: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print

Tax Exemption # if applicable \_\_\_\_\_

*I, the undersigned, have read, fully understand, and agree to the terms of Big Grove Tavern Dining Contract, including the food and beverage minimum. I authorize the above credit card to be charged if a cancelation within 1 week of my event occurs or a no show.*

Credit Card Holder or Authorized Signer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature



## Event Details

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

What is the purpose of your event?

Will you be offering appetizers and a full meal? Family Style or Buffet Style service?

*(We offer Family Style or Buffet Style service for parties of 10-40 guests. For parties over 40 guests we offer Buffet Style service only.)*

What beverages would you like to offer your guests?

Would you like white linens on all tables?

*White linens rent for \$5 per tablecloth and must be ordered at least 2 weeks prior to event.*      Yes      No

How would you like the room laid out? (We have square 4 person tables which we push together to make tables of up to 20 people.)

Will you require any AV equipment?

*Mic and podium- \$25      Screen- \$25      Projector for PC laptop- \$25 (laptop not provided)*

Will you need extra tables for displays, registration, etc.?

What is the timeline for the event?

What time will guests be arriving?

What time would you like food service?

Are there any special dietary restrictions?

Will you need any high chairs for children?